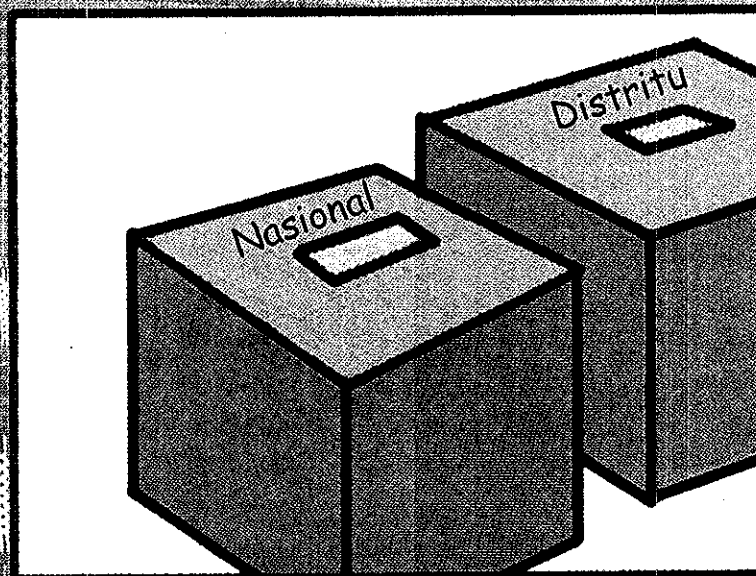


PN-ACN-217

English Edition

MANUAL OBSERVADOR PARTIDU



ASSEMBLEIA KONSTITUANTE ELEISAUN

30-AUGUSTU-2001

IRI

International Republican Institute

Contents

Party Agent Introduction	3
Intimidation & Party Image	5
I. Role Of Party And Independent Candidate Agents	7
II. Agent Accreditation and Code of Conduct	9
III. Polling Centers	14
IV. Opening of Polling Center	15
V. Voting Procedures in Polling Stations	18
VI. Special Situations	22
VII. Close of Polling Center	24
VIII. Strategy for Assigning Polling Centers	27
IX. District Counting Center	28
Timelines and Forms for Party Agents	

Manual Observador Partidu

Copyright © International Republican Institute

"Party Agent Manual"

Translation: Sidonio Freitas, Jesuina Moniz

Cover & Illustrations: Avançã Grafis Design - Motael, Dili

This publication was made possible by a grant from the U.S. Agency for International Development (USAID). This work may be reproduced or translated for noncommercial purposes provided that IRI is acknowledged as the source of the material and sent a copy of any translation.

About IRI

The International Republican Institute (IRI) is a nonprofit organization dedicated to advancing democracy worldwide. Established in 1984, the IRI mission is to initiate and support a wide range of programs to promote and strengthen democratic ideals and institutions abroad. IRI conducts programs in 30 countries tailored to the needs of pro-democracy activists including civic and democratic education, grassroots political organizing, campaign management, polling, parliamentary training, judicial reform and election monitoring.

IRI's grassroots political programs are designed to share techniques and experiences of democratic development with people at all levels of society in urban and rural regions of a host country. In 1999, for example, IRI assisted in the training of domestic pollwatchers to help ensure fairness in Mexico's balloting, trained political parties in Croatia and Ukraine for elections that year, worked with newly installed local officials in South Africa, and organized sessions in remote parts of China to advance a nascent system of democratic village elections.

IRI in East Timor

IRI established an office in East Timor in June 2000, working in cooperation with local NGOs and community groups to create civic education workshops and discussions on democracy both in the districts and at a national level. Using a training-of-trainers approach, IRI helped local NGOs to develop Timor-specific training materials for use in their own citizenship and civic education programs.

By late 2000, IRI began working with East Timor's existing and newly forming political parties. IRI considers the development of stable, grassroots oriented, well-organized and idea-based political parties to be an essential factor in the success of a new democracy. IRI developed a political party training program for East Timor that emphasizes professionalism and organization, providing training on party management, message development, communications and other topics needed to foster an environment of healthy party competition. IRI conducts party training both on an individual party basis and in multi-party settings. One important aspect of the Institute's program is to conduct training activities outside of Dili, and IRI has held multi-party workshops and single party meetings in each of East Timor's 13 districts. IRI is the only organization in East Timor providing technical support and training to political parties.

IRI also supports programs to increase women's political participation. East Timorese women have played an important role in the country's struggle for independence, and they now have a unique opportunity to define their role in an emerging political system. IRI works with women in the political parties and from civil society to help boost women's political participation in East Timor through training on leadership development, advocacy, organization, monitoring and networking. In particular, IRI supports the work of its local partner, the Women's Caucus, a national NGO dedicated to supporting women in politics at all levels. The Caucus provides training and support to women who are contesting the August 2001 elections as independent candidates at the national and district level. Caucus members have also conducted workshops on the electoral process and women's political rights for hundreds of women in the districts. The Caucus intends to be a focal point of support for women who want to be politically active, regardless of their party affiliation.

- IRI is a non-governmental organization (NGO) based in Washington, D.C. that receives funding from U.S. government agencies, other foundations and individuals.
- IRI has experience working with political parties and civil society organizations in Indonesia, Cambodia, Vietnam, China, Burma and India. This work includes programs to support parties before and after elections.
- IRI's office in Dili creates training programs at the request of all national political parties and independent candidates.
- At the request of national political parties and independent candidates, IRI's office in Dili is providing expert training in skills to build a party and communicate with its supporters.
- Also at the request of political parties and independent candidates, IRI developed this training manual to help train political parties and their supporters on their rights and responsibilities in the 30 August election.
- IRI is not part of the Republican Party of the United States.
- IRI does not provide funding to political parties.

Party Agent Introduction

The foundation of democracy is fair and honest elections. One way that citizens can safeguard the integrity of their elections is by monitoring them. By having trained representatives of political parties, independent candidates and civic organizations at each polling station to confirm that the electoral laws and widely held principles of free and fair elections are adhered to, parties, candidates and the public can have faith in the election process and the election results.

Your right to monitor the election as a Party/Independent Candidate Agent ("Agent") is guaranteed by the Chief Electoral Officer of the Independent Electoral Commission.

Your presence at the polling site is a powerful deterrent to election fraud, intimidation and other types of electoral manipulation. If anyone intends to interfere with the proper conduct of the election, the presence of party agents should make them think twice. Your work as a Party/Independent Candidate Agent will give fellow members of your community courage to vote their conscience in the secret ballot process.

There are reports of problems in Polling Centers in almost every election. Much of it is rumor, some of it is fact, and some of it is false. Your party or candidate will know the truth because it has trusted supporters like you in Polling Centers to monitor the election.

In circumstances where irregularities do occur, your hard work to challenge and document irregularities is invaluable to your party and the credibility of the elections as a whole. If your party does not have a good understanding of election procedures, electoral authorities and the public may not take complaints by political parties or candidates seriously. Uninformed complaints may damage your image and your party or candidates' image within the community.

Often, irregularities in the Polling Center are honest mistakes due to inexperience. Agents provide an extra set of eyes to recognize problems, bring them to the attention of electoral officials, and have them resolved.

In some cases, the final election results may show fewer votes for your party or candidate in areas where you expect to gain many votes. In such a situation, some members of your party may assume that there was election fraud. While there may be some irregularities, it is important to consider the possibility that the party simply may not have won as many of the secret ballots as it hoped for. This is an important opportunity for the parties and candidates to learn from the ballot results and build a stronger organization for the next election. If a party has no representatives at the Polling Centers, the party may not know if the elections were fair [for use in future elections].

By working in conjunction with other parties/independent candidates, national observers and international observers, you are helping your party and civic organizations understand more about the election results. After this election, political parties and civic organizations can use these experiences to prepare for elections in the years ahead.

Intimidation & Party Image

Some political party leaders at the District and National level may be concerned about party members who may use intimidation in an attempt to gain votes in this secret-ballot election.

Political intimidation is not new to East Timor, but it is one of the factors that East Timorese political party leaders, civic groups and the public say should not be part of East Timor's future. National party leaders and independent candidates have all asked their supporters in the Districts not to intimidate voters.

Threats of intimidation are illegal and may be punishable offences of two years in jail, a \$1000 fine, or both. The Electoral Offences Law is summarized in Section II of this manual, but refer to Regulation No. 2001/11 for detailed information.

Further, parties and candidates using intimidation may ruin their image and destroy any chance a party has of winning the trust and goodwill of the people in the future. Acts of violence against people are illegal, and TLPS, CIVPOL and PKF are very aware of reports of intimidation.

As IRI has seen in other countries such as Cambodia, political parties that can communicate with voters about leadership characteristics and government policies can win elections. The challenge for parties and candidates is to know what voters want and to communicate the party's/candidate's vision for leadership.

Parties and candidates who use intimidation are projecting the image that they do not have good leadership and they do not have good ideas for the future of East Timor.

It is important to remember two points:

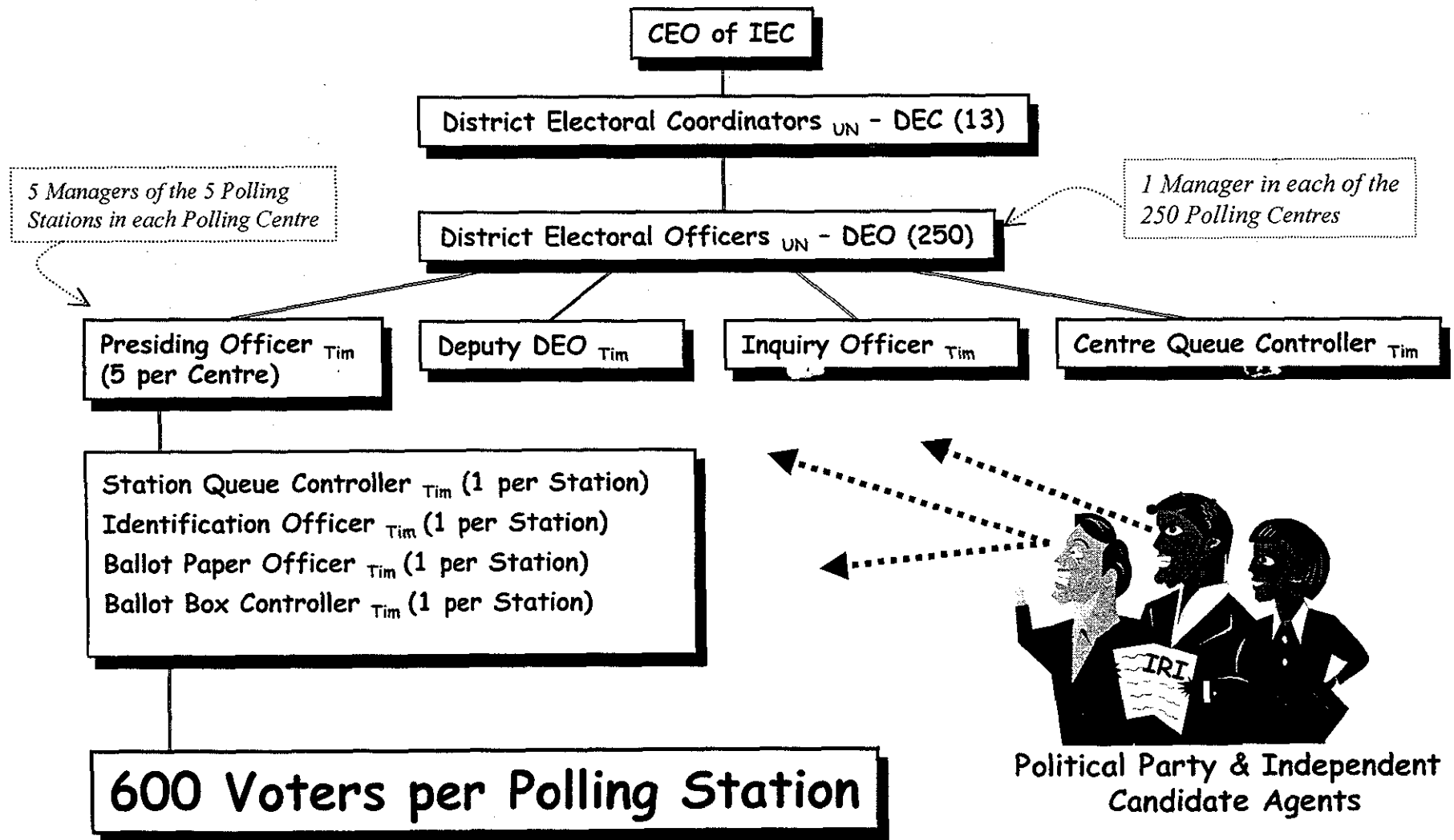
1. Secret ballots will be cast in this election. A party which campaigns through intimidation and disrespectful treatment of voters will not know who voted against them because voters cast secret ballots. Also, the election results will only be calculated at the District level, so no one will know secret ballot results at the Subdistrict or Suco levels.

2. 30 August is not the only election. There will be more elections and more opportunities for political parties to campaign on leadership characteristics and policy agendas. Even parties that do not win any seats in the 30 August election will learn important information through these election results that will help them plan better strategies for the next election. A good party strategy is to learn from election results and continue to build a party that is responsive to and respectful of voters.

Conversely, party members using intimidation may ruin their party's image and will not be able to gain public trust either in government or in the next elections.

As the parties and independent candidates know from working during the campaign period, their behavior is an important part of political strategy and party image.

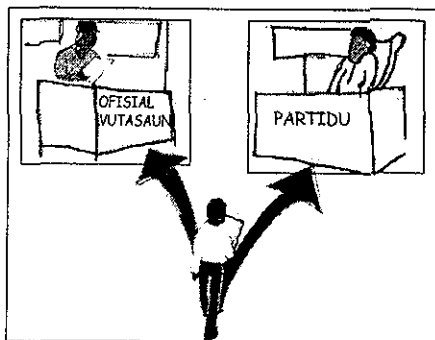
Structure of Election Committee & Polling Centres



I. Role Of Party and Independent Candidate Agents

Each Polling Center will have 5 or fewer Polling Stations. Each Polling Center is managed by the District Electoral Officer (DEO). Each Polling Station is managed by a Presiding Officer, who reports to the DEO.

Registered Party/Independent Candidate Agents may travel to any Polling Center in their District on Election Day. Agents should check-in with the DEO at each Center when they arrive. Agents may move between Polling Stations at the Center, however, only one Agent from each political party or independent candidate will be allowed in a Polling Station AT ONE TIME.



As an Agent, you serve as the eyes and ears of your party or independent candidate on Election Day. You have the right to identify and report improper conduct to your party/independent candidate and to the electoral authorities.

At the end of Election Day, you should be able to report to your party/independent candidate that, "Yes, at the Polling Center I observed, the law was followed and the election was conducted in a fair and competent manner."



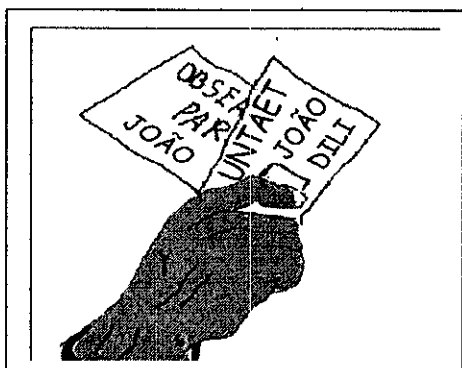
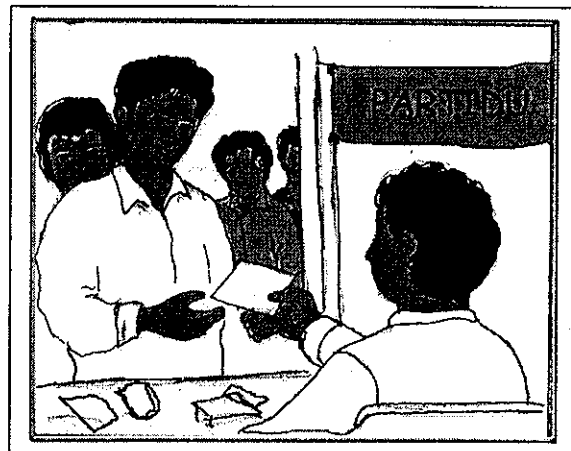
Or, if appropriate: "No, at the Polling Center I observed, the election process may not be credible for the following specific reasons..."



If you do not feel that the voting you observed was fair, it is very important that you outline the specific election procedures that you feel were violated. You must remember that you serve as an informal ambassador for your party on Election Day. Your complete knowledge of election procedures and the respectful manner in which you communicate with election officials will project a positive image for your party/independent candidate.

II. Agent Accreditation and Code of Conduct

The IEC will issue all party badges to one party representative in each District. You will receive your badge from your party or independent candidate's District representative.



Agents must wear (1) official IEC "Party/Independent Candidate Badge" at all times during Election Day and (2) you must carry one other photo identification card with you. The badge indicates to Polling Center managers (DEOs) that your party/independent candidate requested that you serve as an Agent in your District.

Code of Conduct for Party & Independent Candidate Agents

"Legality, Honesty, Fairness, Commitment to the Democratic Process"

Also included with your badge will be the "Code of Conduct for Political Party and Independent Candidate Agents." By accepting the Agent badge, you agree to abide by the terms of the Code of Conduct. It is important that you read the Code of Conduct carefully, for you will want to ensure that Agents from other parties and independent candidates also adhere to this code.





Summary of Rights & Privileges

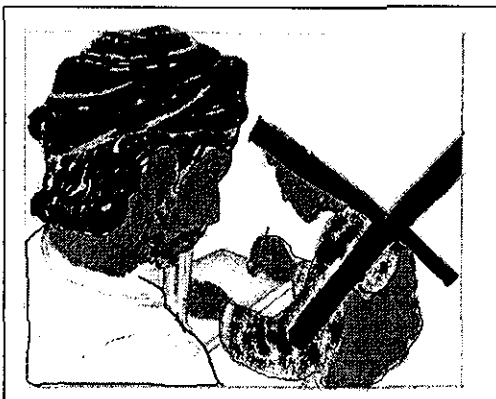
- Monitor all stages of the 2001 Constituent Assembly Elections
- To record protests, observations or comments on an official Polling Station report form.
- To receive from the IEC after Election Day copies of any form

Duties & Obligations of Agents

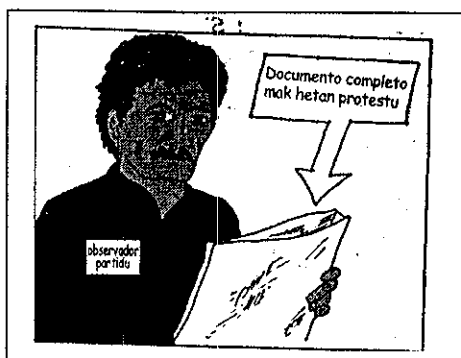
- Exercise your role peacefully.
- Provide to the IEC any information or report you hear that could possibly be a violation of electoral laws, including intimidation, corruption, dishonesty or violence.
- Do not carry, wear or display any party materials or any article of clothing, colors, or badges within 100 metres of the polling center. (Voters are not limited in what they can wear, but are limited in that they must leave the Polling Center once they cast their vote.)
- Do not communicate with voters.
- Do not try to see how a voter marks the ballot.
- Do not make frivolous or false complaints.



- Do not publicly announce election results before the IEC makes an official announcement.
- Do not try to resolve disputes between voters, other Agents and election officials.



IMPORTANT NOTE: Any Agent may be forced to leave the Polling Center by the DEO for violating the Code of Conduct for Party and Independent Candidate Agents.



Summary of Electoral Offences Law & Punishment (Regulation No. 2001/11)

One Year in Jail, or \$500 Fine, or Both Breaking Secrecy of Ballots

If a person attempts to:

- interfere with a voter marking his or her ballot;
- learn which party or candidate any voter chooses on their ballot;
- persuade any voter to display his or her ballot paper after marking it in order to show the party or candidate marked.



Weapons in or near a Polling Center

If a person (non-military) has a weapon in a Polling Center or within 100 metres of the Polling Center.

(This does not apply to farm tools being used in a non-threatening manner. Military and police working at the Polling Center may have weapons.)



Disruptions Outside or Inside Polling Center or Counting Center

If a person interferes with the IEC officers doing their jobs;

- attempts to canvass for votes or places posters within 100 metres of the Polling Center (does not include clothing or shirt stickers);
- uses a loudspeaker on Election Day or one day before to organize any rally of a political nature;
- does not obey directions given by an IEC officer;
- enters or remains in a Center without the permission of the IEC officer in charge of the Center

Deceptive or Misleading Statements

A person who causes or allows false information to be printed or distributed about the electoral process in an effort to deceive a voter. (Does not include printing or distribution of public policy matters or campaign promises by a political party or candidate.)

2 Years in Jail, \$1000 Fine, or Both

Intimidation

A person (anyone, including voters, observers or IEC employee) is found to be part of an effort to intimidate other voters in how they cast their secret ballots. This includes physical or psychological threats against any person or their family.

A person who uses intimidating threats to encourage a candidate to withdraw from the election.

A person who in any intentional manner makes voters feel uncomfortable in voting their conscience.

Bribery

Any person who offers, receives, or asks for any property or benefit of any kind - whether for himself, his family or anyone else - to influence the vote of that person or any other person. A declaration of public policy by a political party or candidate does not constitute a bribe.

This applies to anyone - voters, observers, political party members or independent candidates, or IEC officials.

Impersonation

Any person who applies for a ballot paper in the name of some other person whether living, dead or fictitious. This also applies to the presentation of false documents, such as presenting a registration card as your own that actually belongs to someone else, or altering your registration card.

Voting More Than Once

Any person who votes, or attempts to vote, more than once.

Ballot Fraud

Any person who:

- takes a ballot paper out of any Polling Center;
- interferes or tampers with a ballot box;
- handles a ballot paper without the authority to do so.

Interfering with the Counting Process

Any person who interferes, or attempts to interfere, with the process of counting votes by an officer of the IEC.

5 Years in Jail, a \$5,000 Fine, or Both**Violations of Secrecy by Electoral Officials (including Party Agents)**

Any officer of the IEC or Party/Independent Candidate Agent who tells to anyone information they know because of their position in the Polling Center. This includes telling anyone which party or candidate another voter marked on the ballot.

Bribery of Officers

Any person who attempts to or does bribe an IEC officer.

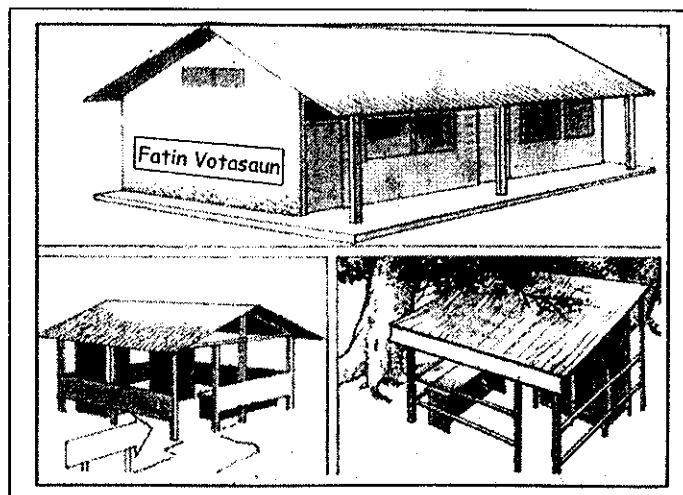
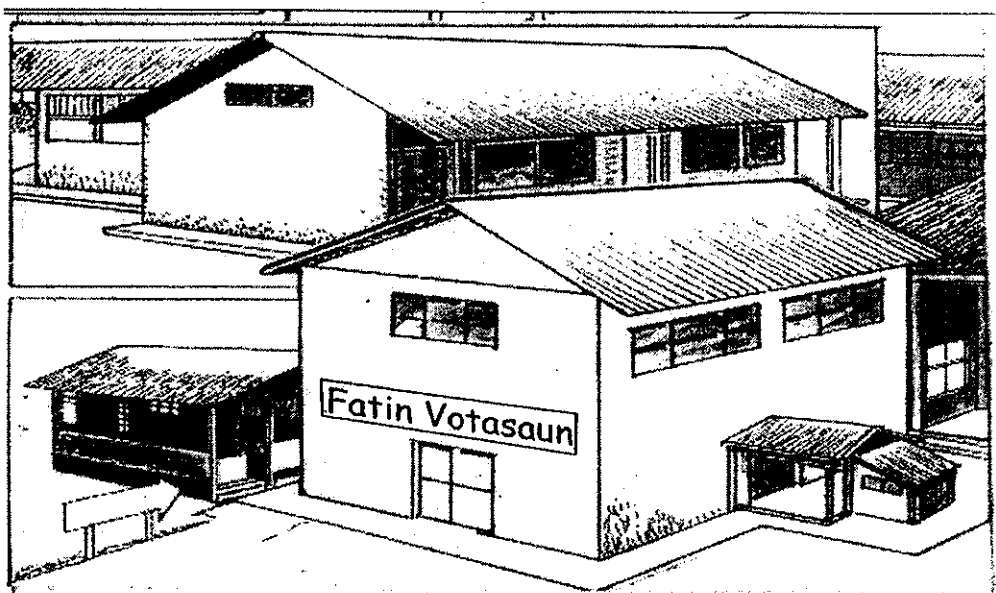
Any IEC officer who asks for, receives, or agrees to a bribe.

Incitement to Violence

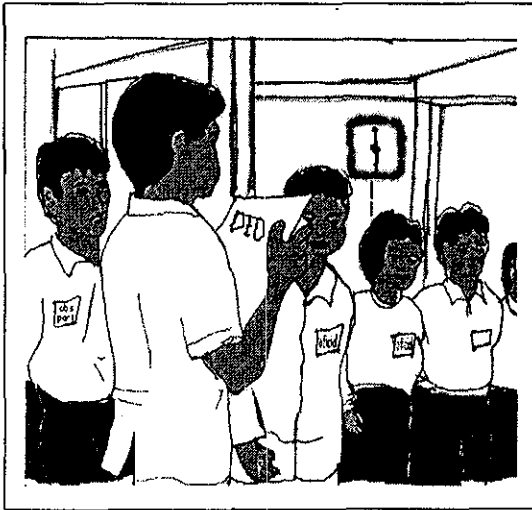
Any person advocating national, racial or religious hatred that constitutes incitement to hostility or violence relevant to the election.

III. Polling Centers

One or two days before the election, DEC's (District-level election officials) will deliver election materials to the DEOs (managers of Polling Centers) in each district. DEOs are to place the materials in secure storage at the CIVPOL station. If there is no secure storage, DEOs and selected Presiding Officers must store the materials in the Polling Center and sleep in the same room.



IV. Opening of Polling Center

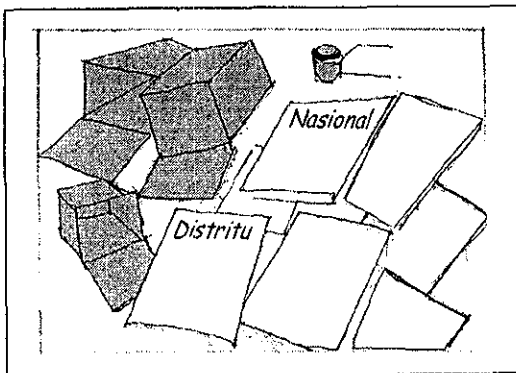


At 6.00h on Thursday 30 August, one hour before voting begins, the polling officials will begin the process of opening the Polling Center. Agents and election observers should attend the opening of the Polling Center and only four Agents from one party/independent candidate may be in the Polling Center.

The following people may be present at the opening of the Polling Center:

- DEOs
- Polling officials
- Party/Independent Candidate Agents
- Electoral observers
- Other members of IEC staff
- Members of the media

The DEO will lead the following opening process:



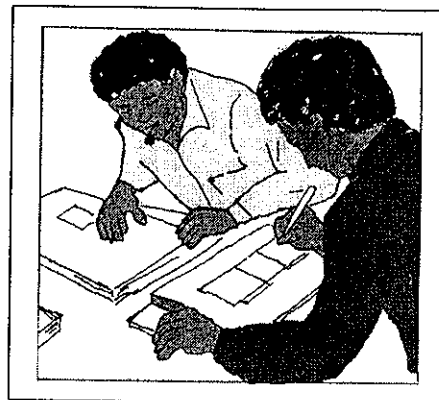
Declaration of Secrecy signed by polling officials

Ballots counted and distributed to Poll Stations

DEO gives each Presiding Officer (manager of Poll Stations) two packages of numbered pads with ballot papers:

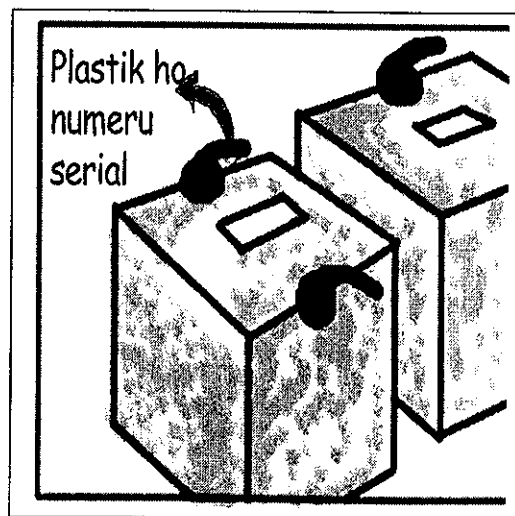
- Ballot papers for the National elections.
- Ballot papers for the District elections.

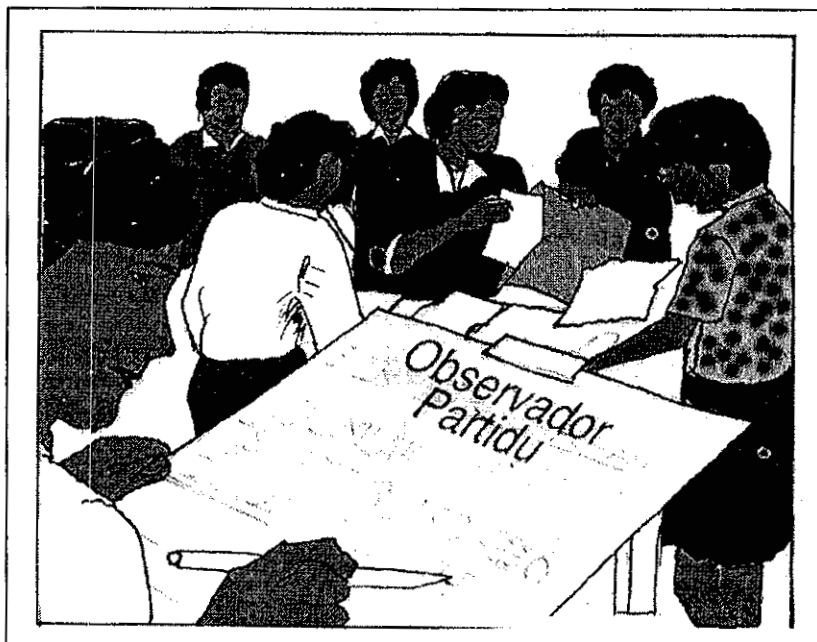
Quantity and serial numbers of the ballot papers recorded for Polling Center on the "General Return" and quantity recorded for each Polling Station on the "Presiding Officer's Worksheet."



DEO inspects each ballot box to ensure it is empty and asks electoral observers and agents to confirm that it is empty

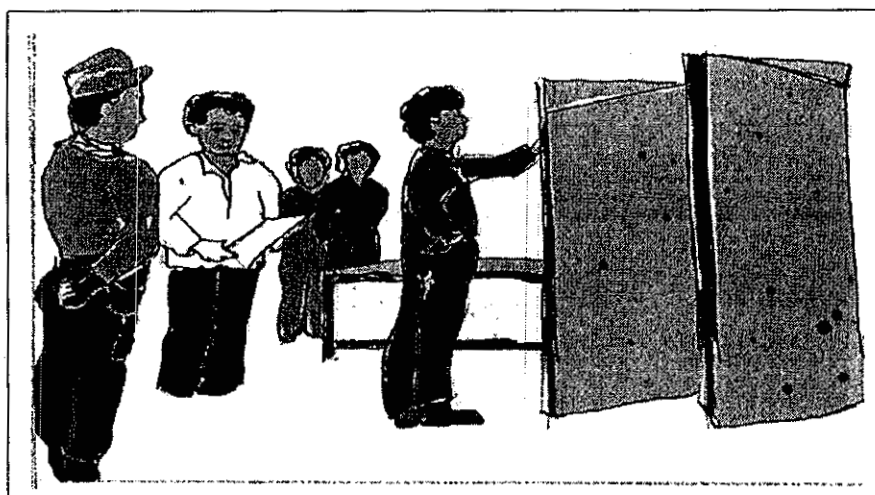
DEO fixes 2 seals, one on each side, on the ballot box and writes the serial numbers in the "General Return." Presiding Officers record the seal numbers on the "Presiding Officer's Worksheet."



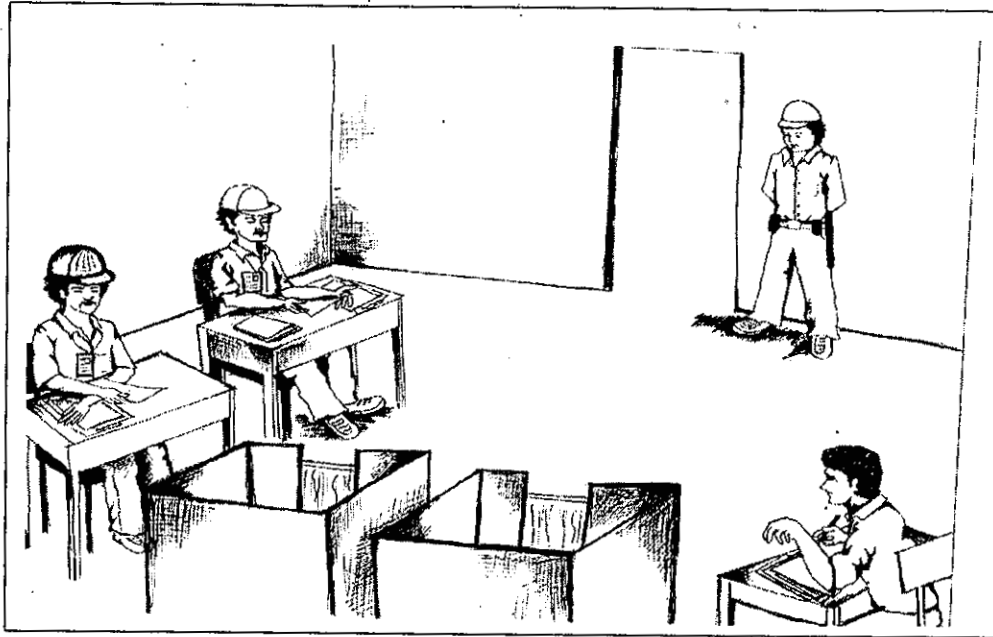


Party/Independent Candidate Agents and electoral observers are encouraged to make their own record of these numbers.

Polling officials vote before the Polling Center opens at 7.00h

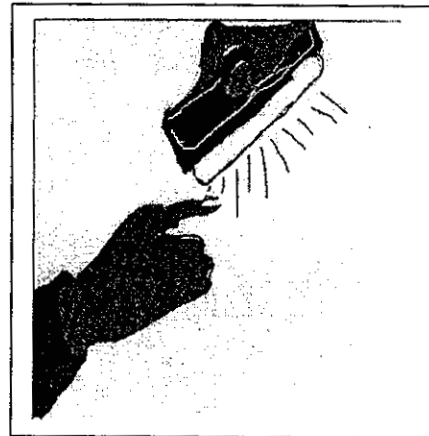


V. Voting Procedures in Polling Stations



The Polling Center must open its doors at 7.00h. The first voters will be the Party/Independent Candidate Agents and national observers. Agents and national observers will only be allowed to vote at Polling Centers where they are registered. If Agents decide to attend the opening of a Polling Center where they are not registered, they should plan to visit their assigned Polling Center before 16:00 in order to cast their votes.

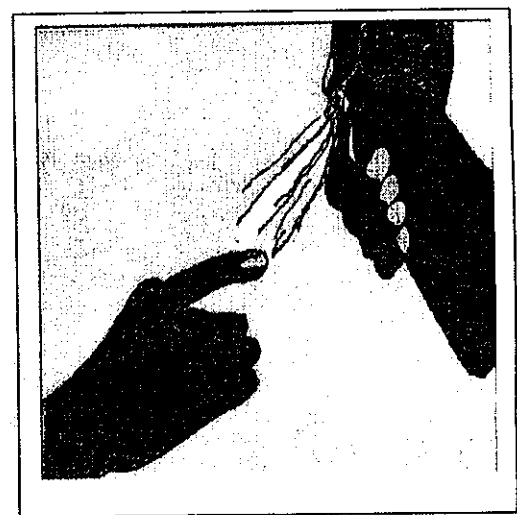
Identification Officer examines the voter's right hand with an ultra-violet lamp to ensure that there is no trace of fluorescent ink. If there is a trace of fluorescent ink, the voter cannot vote at this election.

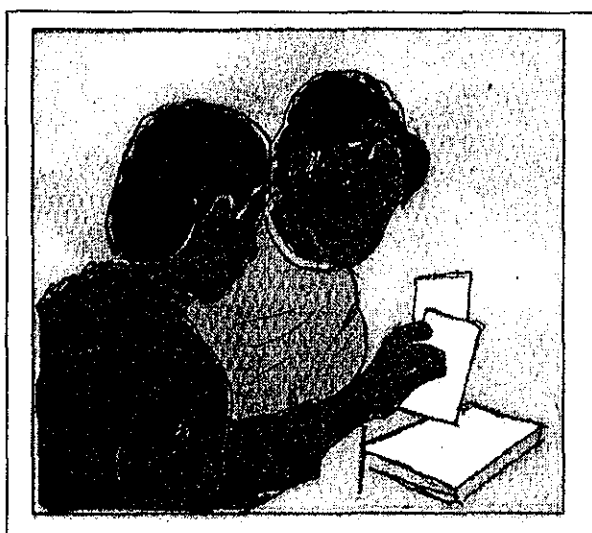




Identification Officer checks the voter's Proof of Registration or another photographic proof of identity.

The Identification Officer paints the voter's right index finger with fluorescent ink and ensures that the voter does not try to wipe his/her finger before the ink dries.

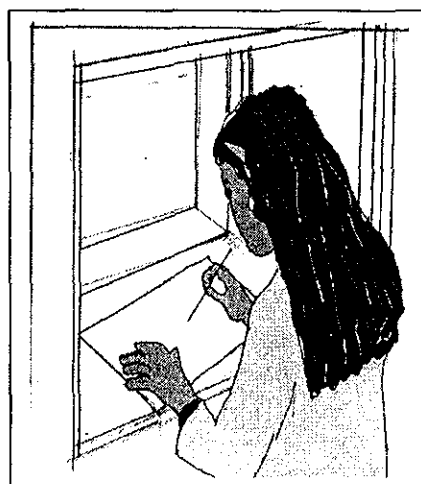




Ballot Paper Officer Stamps back of ballots only once, gives them to the voter and directs the voter to an empty polling booth to mark the ballot in secrecy. The voters receive one National ballot with one stamp on the back and one District ballot with one stamp on the back.

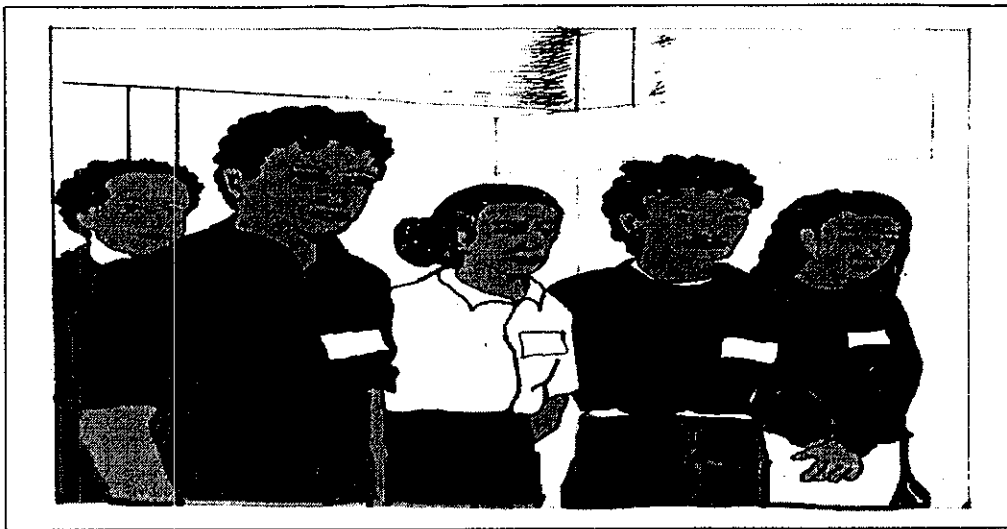
If the voter is only entitled to vote in the National election, the Ballot Paper Officer stamps and gives the voter only a National ballot paper and informs the Ballot Box Controller.

The voter marks his/her ballot papers in secret with either a pen or a nail. The voter then folds the ballots so that his/her choice cannot be seen.

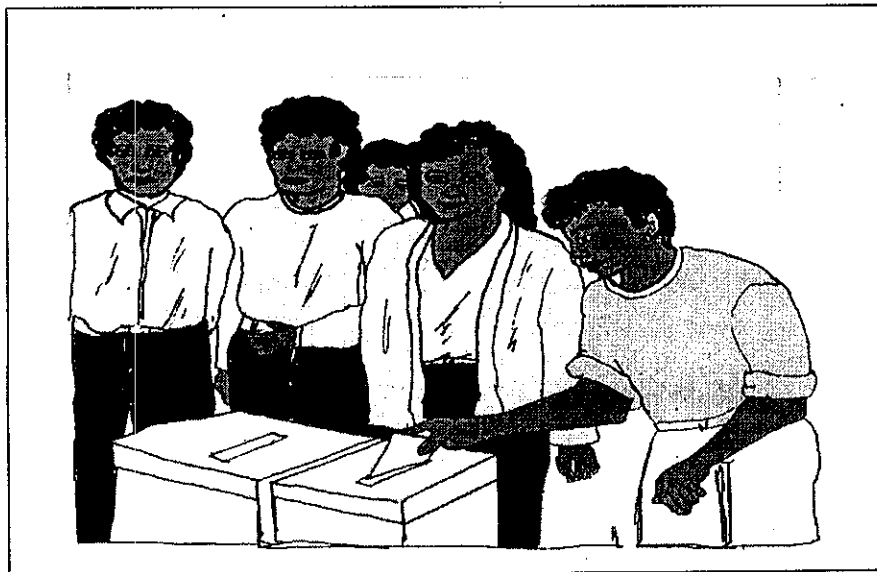


If the voter spoils his/her ballot paper, or wants a new ballot paper for any reason, s/he may return to the Ballot Paper Officer and receive a replacement ballot paper. The Ballot Paper Officer writes "Spoiled" on the back of the spoiled ballot paper and puts it in the Spoiled Ballot Paper Envelope. The voter returns to the voting screen and continues to record his/her vote.

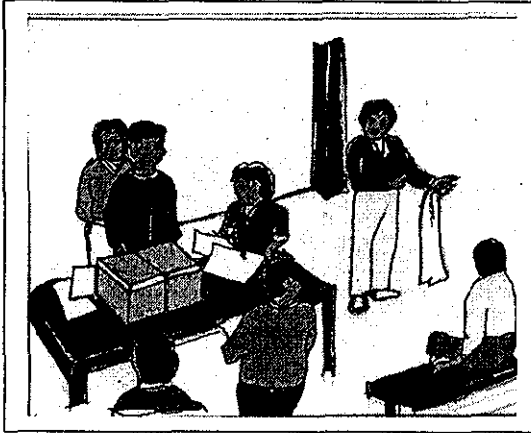
The Ballot Paper Officer must never look at the front of a spoiled ballot paper because a voter's choice - even a mistake -- is secret.



Ballot Box Controller ensures that the voter places a folded ballot paper in each ballot box. There are two boxes, one for the District ballot and one for the National ballot.



VI. Special Situations



A discarded ballot paper is a ballot paper which a voter misplaces or throws away in the Polling Center. All ballot papers must be accounted for at the end of the voting day, even if they are unmarked.



The DEO writes "Discarded" on the back of the ballot paper and puts it in the Discarded Ballot Paper Envelope. There is only one Discarded Ballot Paper Envelope for a Polling Center because it may be unclear which Polling Station a discarded ballot paper comes from.

If a voter needs assistance, for example, because of poor eyesight, the Presiding Officer may mark the ballot papers according to the voter's instructions. The Presiding Officer must not communicate the voter's choices to anyone, ever.

A friend or relative may assist the voter, but the friend or relative may only assist one voter on polling day. The Presiding Officer must give permission before a friend or relative assists a voter and must explain to the friend or relative the need to keep the voter's choices secret.





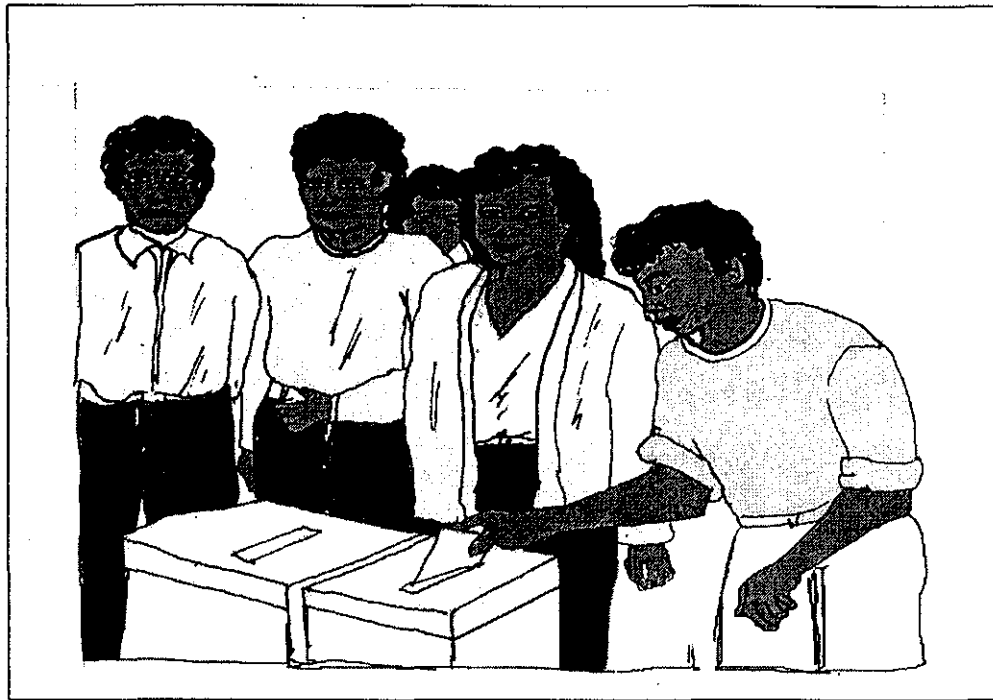
Party agents and electoral observers may not provide assistance to voters or witness the marking of the secret ballot.

The DEO may decide to suspend voting if a Polling Center is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible. As soon as possible after suspending polling, the DEO will confer with the District Electoral Coordinator and discuss the possibility of re-opening the Polling Center later in the day.



Party/Independent Candidate Agents should understand that the DEOs of each Polling Center are required to deliver all ballots and polling materials to the District office before dark on polling day. DEOs must plan ahead to meet this target. DEC's and DEOs will discuss strategies for Polling Centers where there are likely to be difficulties.

VII. Close of Polling Center



At exactly 1600h, the Polling Center Queue Controller ensures that all voters have joined a Polling Station queue and closes the door to the Polling Center.

The Polling Center Queue Controller ensures that the door is used only as an exit and informs any voters who arrive after 1600h that they cannot vote at this election.

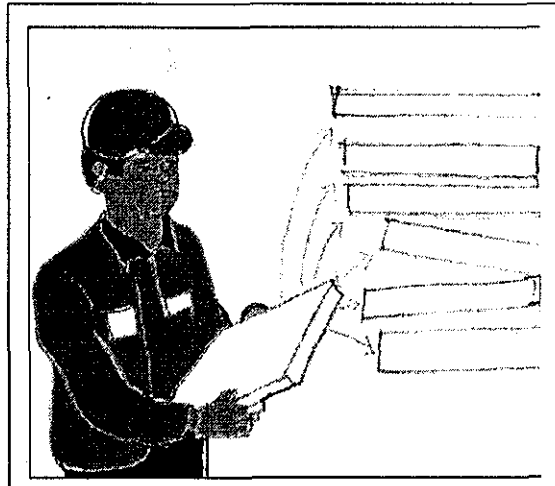
Voting continues until all voters in the queues have voted.
The voting continues for as long as is necessary for the last voter to place her/his ballots in the ballot box and leaves the Polling Center.

People remaining inside the Polling Center at this time include:

- All polling officials
- TLPS
- Party/Independent Candidate Agents
- Domestic observers
- International observers

In each Polling Station, the Presiding Officer records on the "Presiding Officer's Worksheet":

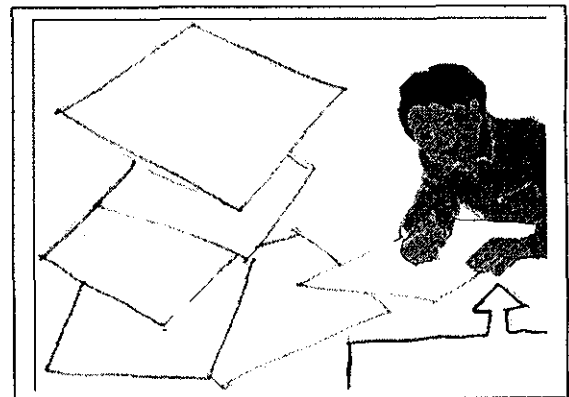
- the number of spoiled ballots on Row B
- the number of unused ballots on Row C and
- on Row D, calculates the total number of ballots voters used by subtracting Row B and Row C from the total number of ballots given the Polling Station at the beginning of the day (Row A).



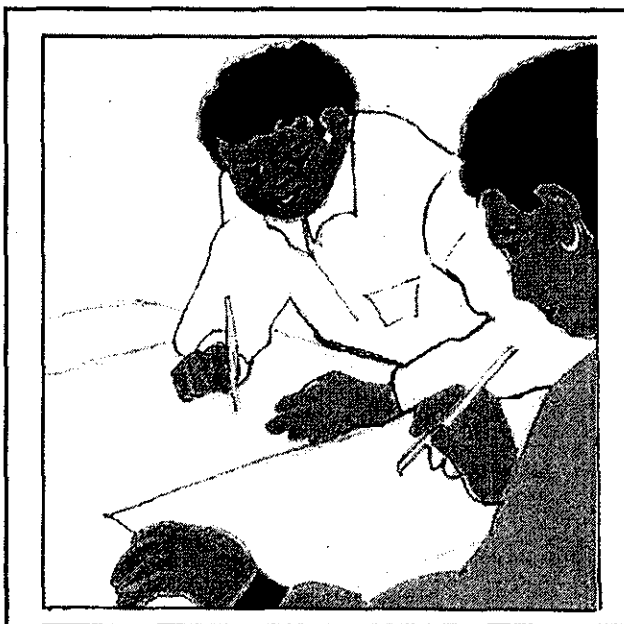
Remember that only one Agent from a party/independent candidate may be in a Polling Station at any time.

The Presiding Officer seals both the District Ballot Box and the National Ballot Box. S/He records the serial numbers of both seals on the "Presiding Officer's Worksheet."

The DEO will add the information from each Polling Station to the General Return.



The DEO will write the total number of discarded ballots for the Polling Center on the General Return.

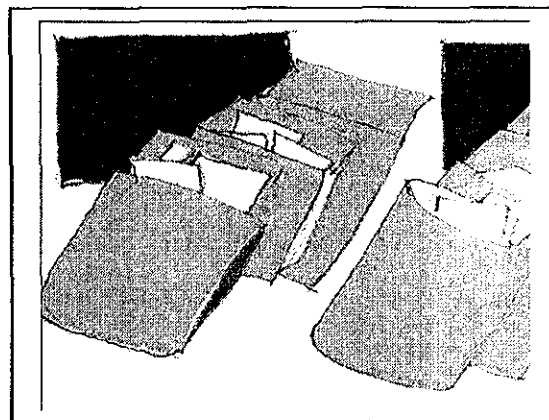


Sign the "General Return:"

- The DEO
- all Presiding Officers
- Party/Independent Candidate Agents and election observers may sign as witnesses

Please note: Signing as a witness to the "General Return" will help assure your District-level parties/independent candidates that you attended the Polling Center closing and that you agree only with the numbers recorded on the "General Return."

The DEO and Presiding Officers prepare security bags for delivery to the District Electoral Coordinator before sundown.



VIII. Strategy for Assigning Polling Centers

Each party and independent candidate should consider different strategies in allocating Agents to Polling Centers and map out a strategy in the days before the election. Keep in mind that Party/Independent Candidate Agents should document all events at the Polling Center, and they should consider sharing information with other Agents and/or observers.

Strategy Option 1: Schedule Agents to visit different Polling Centers throughout the day, attempting to have at least one Agent visit each Polling Center in the District for an hour. One Agent's journey may look like a straight line on a map, from 6.00h to 18.00h.

Strategy Option 2: Agents may attend and take notes at the opening of a Polling Center, visit other Polling Centers throughout the day, then end the day by attending the close of the same Polling Center where they witnessed the opening. One Agent's journey may look like a circle on a map, from 6.00h to 18.00h.

Strategy Option 3: Agents may divide-up Polling Centers so that each Agent is responsible for covering 4 or 5 Polling Centers in their part of the District, visiting each Center two or three times during the polling hours. One Agent's journey may look like a zig-zag pattern, going back-and-forth between 4 Polling Centers throughout the day.

Other Strategies: A District-level party organization may choose other options, as well, such as assigning Agents to stay in 1 Polling Center all day long, especially in areas where there may be concern for potential irregularities.

There is not one "best strategy" that applies to all districts, but the best strategy is a well-organized plan understood by all Agents in the district for your party or independent candidate. The best strategy is one that will give your party or independent candidate's District Coordinator of Agents the most information about the most number of Polling Centers at the end of the day.

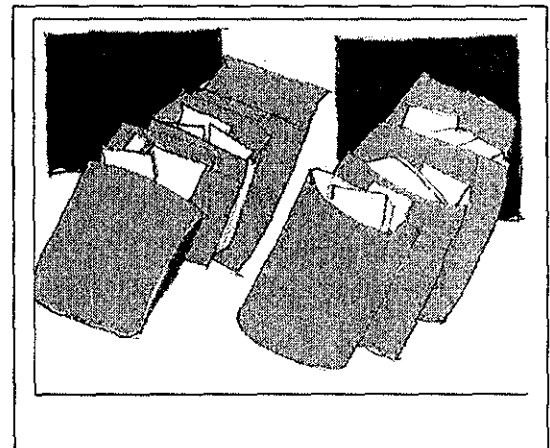
IX. District Counting Center

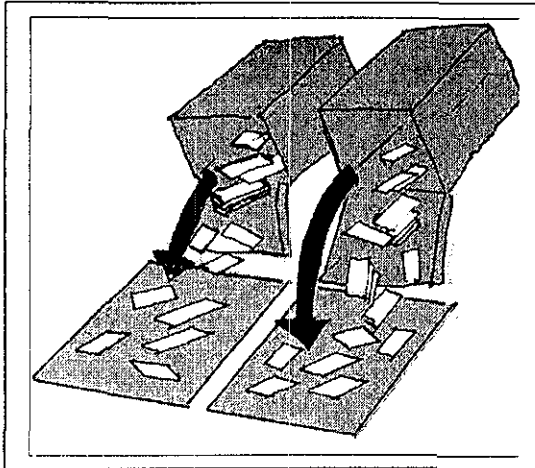


All ballot counting and tabulating will occur at the District level in Counting Centers. If a party or independent candidate is listed on only one ballot (either National or District), only one Agent representative will be allowed in the counting room. If a party or independent

candidate is listed on both ballots, two Agent representatives will be allowed in the counting room. Different Agents for the same party/independent candidate may rotate in and out of the counting room.

Although counting at the District Counting Centers may not begin until the day after the election, all materials should be received at the Counting Center on the evening of Election Day. All materials arriving from Polling Centers are recorded on the District Electoral Coordinator's (DEC's) "Return of Sensitive Materials Checklist." Party and Independent Candidate Agents may be asked to countersign these recordings. All materials will be securely stored immediately when they are checked in. The Counting Center will be closely guarded overnight.





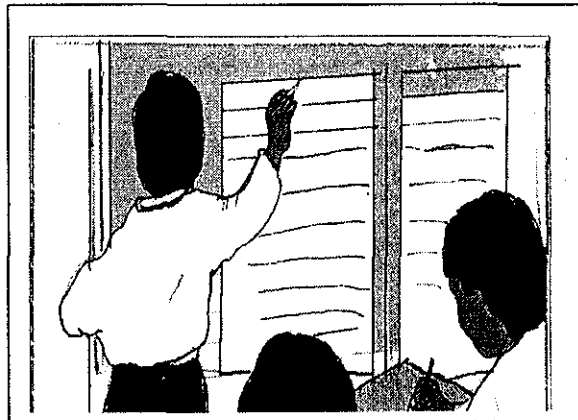
When the Counting Center opens the next day, two separate teams of IEC officials are formed, one to process National ballots and the other to process District ballots. Teams should process ballot boxes from the same Polling Center and Polling Stations at the same time.

Ballots are emptied onto the table and the ballots are unfolded so that only

the official stamp on the back is visible. National and District ballot papers are grouped into stacks of 50. The fact that a ballot paper was placed in the wrong ballot box does not make the ballot paper invalid.

After the ballots are grouped into stacks of 50, they are sent to the amalgamation process, where all the ballots in the district are merged. Next, the mixing process occurs, ensuring that voter secrecy is maintained and that election officials and observers have no way of

knowing from which Polling Center certain ballots came. Ballots are grouped into stacks of 2000, all mixed from different Polling Centers.



NOTE: The merging and mixing of ballots in the Counting Center ensures that no one will know how the voters marked their ballots in certain subdistricts. Party Agents need to report to the IEC any information on people threatening voters by saying that they have a way of knowing how subdistricts voted. This is simply not true, and officials may investigate these claims.

Ballots are counted in separate areas for District and National ballot papers. The ballot papers are sorted into stacks according to the voters' choices of parties and independent candidates. There is also a stack for invalid ballot papers. Totals for each party or independent candidate's stack are recorded on the Counting Center Label and on the DEC's Record of the Count.

Ballots are placed back into boxes, the boxes are sealed, and all information collected is transcribed to the Progressive Result Sheet, this includes the ballot totals in the group for each party and independent candidate. The Progressive Result Sheet for each group is faxed to the Office of the Chief Electoral Officer (OCEO) of the IEC. National ballot totals are compiled by the OCEO.

Party Agent Election Day Timeline

Before Sunrise Wake-up and prepare to be away from home all day. Take a pen, your Party/Independent Candidate Agent badge, and a photo ID. Also, you may want to carry food and water with you.

6.00h Arrive at a Polling Centre. It is recommended that you and the other Agents for your party/independent candidate collaborate to plan Polling Centre assignments and route of travel for Election Day.

6.00 - 7.00 The following people are allowed into the Polling Centre for preparation:

- District Electoral Officers
- Polling officials
- Party/Independent Candidate Agents
- National & International Election Observers
- Other members of IEC staff
- Members of CIVPOL and TLPS
- Special guests of the IEC
- Members of the media

IMPORTANT: All day, only 4 Party Agents from the same party may be in the Polling Centre at one time.

Party Agents watch polling officials' duties:

1. Declaration of Secrecy signed by polling officials
2. Official badges distributed to polling officials
3. Ballots counted and distributed to Polling Stations
District Electoral Officer gives each Presiding Officer (manager of Polling Stations) two packages of pads with 50 numbered ballot papers:
 - Ballot papers for the National elections
 - Ballot papers for the District elections

4. Total number of ballots and serial numbers of the ballot papers are recorded for the Polling Centre and for each Polling Station
 - DEO records the numbers on "Polling Centre General Return"
 - Presiding Officers record the numbers for each Polling Station on the "Presiding Officer's Worksheet"
 - Party/Independent Candidate Agents and electoral observers are encouraged to make their own record of these numbers
5. Ballot box inspection and seals
 - DEO inspects each ballot box to ensure it is empty and asks electoral observers and Agents to confirm that it is empty
 - DEO fixes 2 seals, one on each side, on the ballot box and writes the serial numbers in the "General Return"
 - Presiding Officers record the seal numbers on the "Presiding Officer's Worksheet"
 - Party/Independent Candidate Agents and electoral observers are encouraged to make their own record of these numbers
6. Polling officials vote before the Polling Centre opens

7.00h

Voting Begins

- Party/Independent Candidate Agents & National Observers are first in line at the Polling Stations
- Polling Centre entrance open to the voters in the queue outside

16.00h

No more people may enter the Polling Centre queue

- Polling Centre Queue Coordinator ensures that all voters who arrived before 16.00 are assigned to a Polling Station queue
- Polling Centre Queue Coordinator closes entrance to the Polling Centre
- Voting ends when the last voter inside the Polling Centre finishes

Last Voter
Departs

Polling Centre Queue Coordinator ensures that the entrance and exit to the Polling Centre are closed

People remaining inside the Polling Centre at this time include:

- All polling officials
- TLPS
- Party/Independent Candidate Agents
- Domestic observers
- International observers

Close Each
Polling
Station

1. In each Polling Station, the Presiding Officer records on the "Presiding Officer's Worksheet":

- the number of spoiled ballots on Row B
- the number of unused ballots on Row C
- on Row D, calculates the total number of ballots voters used by subtracting Row B and Row C from the total number of ballots given the Polling Station at the beginning of the day (Row A).

Total number of ballots delivered
- Number of spoiled ballots
- Number of unused ballots
<hr/>
= Total number of ballots given to voters

2. Presiding Officer seals both the District Ballot Box and the National Ballot Box

3. Presiding Officer records the serial numbers of both seals on the "Presiding Officer's Worksheet"

**Close the
Polling
Centre**

1. **Combining "Presiding Officer's Worksheets":** The DEO will add the totals from each Polling Station and write them on the General Return.
2. **Total discarded ballots:** The DEO will write the total number of discarded ballots for the Polling Centre on the General Return.
3. **Sign the "General Return":**
 - The DEO
 - all Presiding Officers
 - **Party/Independent Candidate Agents and election observers may sign as witnesses**

Please note: Signing as a witness to the "General Return" will help assure your District-level parties/independent candidates that you attended the Polling Centre closing and that you agree only with the numbers recorded on the "General Return."
4. **Sealing envelopes:** After completing the General Return, the DEO seals the Spoiled Ballot Paper Envelopes and Discarded Ballot Paper Envelope.
5. **Packing sensitive materials:** Polling Centre materials are placed into security bags. Once these bags are closed they can only be opened at the District Election Office.

**Transport
Materials**

Follow CIVPOL car to District Counting Centre: You or another Agent may want to follow CIVPOL to the District Counting Centre. You may not use CIVPOL or IEC vehicles. You should consider planning with Agents from other parties or independent candidates to make travel arrangements.

-END-

Party Agent Check List

Before Election Day

- _____ Party Agent Badge from your party's district representative
- _____ Photo ID to verify your identity
IMPORTANT: Without photo ID you cannot serve as a Party Agent.
- _____ Read and understand the "Code of Conduct" you received from your party's district coordinator
- _____ Plan with your party the Polling Centres you will visit on Election Day

On Election Day

- _____ Carry your Party Agent badge and Photo ID with you at all times
- _____ As an Party Agent you may not wear any party colors or symbols during Election Day
- _____ Carry pen, paper and IRI Manual with you should you need to take notes
- _____ Arrive at 6.00 to the Polling Centre where you will observe the setting-up

Opening of Polling Centre Check List

6.00h, 30 Aug 01

Name: _____	District: _____
Political Party: _____	Subdistrict: _____
Arrival Time: _____	Suco: _____
Departure Time: _____	Polling Centre #: _____

Time Polling Centre opened to
Polling Officials, Party Agents and Observers: _____

Time District Electoral Officer (DEO) began opening procedures: _____

Number of Party/Independent Candidate Agents in attendance: _____

Number of National Observers in attendance: _____

Declaration of Secrecy signed by Polling Officials: Yes or No

Agents allowed to clearly observe opening of materials: Yes or No

DEO declares that all necessary materials are present: Yes or No

- ☐ 2 ballot boxes for each Station
- ☐ National Ballots for each Station
- ☐ District Ballots for each Station
- ☐ District Voters List for each Station
- ☐ National Voters List for Centre Inquiry Officer
- ☐ Spoiled Ballot envelope for each Station
- ☐ One Discarded Ballot envelope for the Centre
- ☐ Fluorescent ink for each Station
- ☐ Fluorescent-test lamp for each Station
- ☐ Ballot box seals
- ☐ Official stamp and ink for back of ballot papers

Ballot Paper Information for Each Polling Station

Polling Station	Number of Ballots		Serial Numbers
	National	District	
1	<input type="text"/>	<input type="text"/>	_____
2	<input type="text"/>	<input type="text"/>	_____
3	<input type="text"/>	<input type="text"/>	_____
4	<input type="text"/>	<input type="text"/>	_____
5	<input type="text"/>	<input type="text"/>	_____

Note: This information is officially recorded on the "Presiding Officer's Worksheet" and the DEO's "General Return." For later confirmation, if necessary, Party Agents should also record these numbers.

Ballot Box Information for Each Polling Station

Polling Station	Box Seal Numbers	
	National	District
1	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Time Polling Centre opens doors to public: _____

#

POLLING CENTRE NOTES

Polling Station 1

Polling Station 2

Polling Station 3

Polling Station 4

Polling Station 5

Polling Centre General Comments
